



## Job Description

**Position:** Administrative Assistant

**Reports to:** Operations Manager

**Hours:** 40 hours per week/ Salary

**Mission:**

Court Appointed Special Advocates (CASA) provides a powerful voice and a meaningful connection for children who have experienced abuse, neglect, and abandonment.

**Vision:**

Every child in foster care has an advocate they can depend on to help them reach their fullest potential.

**Values:**

- We are **CHILD FOCUSED** we put the good of the child first, always.
- We are **CONNECTORS** we use the power of connection to optimize outcomes.
- We are **TENACIOUS** we are relentless in our efforts to identify solutions and overcome obstacles.
- We are **ACCOUNTABLE** we set goals, measure progress, and deliver results to our stakeholders.
- We conduct ourselves with **INTEGRITY** we operate with character, honesty, consistency, and reliability.

**Description:**

**Responsibilities:**

- Greet and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff;
- Provide administrative support to the members of the Executive Team, Advancement and Training Department;
- General office duties such as flow of correspondence, filing, faxing, copying etc.;
- Receive and distribute all incoming mailing, including signing for and distributing UPS, FedEx/Airborne packages, and coordinates outgoing mail;
- Copy checks and enter in deposit log;
- Maintain master calendar of CASA activities events;
- Circulate staff birthday and anniversary cards;
- Maintain staff roster;
- Manage CASA training room reservations;

- Administer application/interview form for potential Advocates;
- Maintain all office equipment;
- Monitor office supplies and kitchen basic items;
- Maintain appearance of common areas;
- Organize space, materials and supplies for All-Staff Meetings;
- Organize materials for monthly Executive Board Meetings;
- Handle business errands/assignments as needed;
- Assist with onboarding and new hire orientation;
- Thank donors with phone calls and letters as assigned;
- Create constituents and link profiles;
- Create donor call lists;
- Additional duties as requested.

**Qualifications:**

- At least 2 years of administrative experience;
- Excellent computer skills, MS Word, Excel, Power Point, and Google Suite (Quickbooks a plus);
- Well organized;
- Strong typing skills;
- Strong communication skills;
- Can handle multiple tasks;
- Able to work independently;
- Some experience or understanding of nonprofits; values in line with organizations': read website to understand basic Mission, Vision, and Programs;
- Ability to adhere to highest standards of confidentiality;
- Must be extremely reliable and professional in appearance and demeanor;
- Spanish speaking is a plus, but not required.

**Benefits:**

Our team members are our family, so we help our team members care for their families. The rewards of joining CASA are extensive. We offer a comprehensive benefits package to all full-time employees. Here are some of the highlights:

- Healthcare/vision/dental insurance
- 403B
- Career development opportunities
- Generous time off package
- Team activities

**Salary:**

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Please forward a resume and cover letter to Damon Iammarino, at [jobs@casaoc.org](mailto:jobs@casaoc.org) **with ADMINISTRATIVE ASSISTANT in the subject line** if interested in applying for this position.

**Equal Employment Opportunity Policy:**

CASA of Orange County is an equal opportunity employer. All applicants will be considered for employment without attention to the following: race, color, sex, sexual orientation, gender, gender identity, religion, national origin, citizenship and/or immigration status, pregnancy, genetic information including family medical history, physical or mental disability, child or spousal support withholding, military or veteran status, medical condition, marital status, AIDS/HIV, natural hair styles, political activities or affiliations, domestic violence, assault, or stalking victim status, application for or enrollment in Medi-Cal, lawful conduct occurring during nonworking hours away from the employer's premises, credit report or credit information, prior non-conviction arrest record, and any other protected class, in accordance with applicable federal, state, and local laws.